**IT Applications, Unit 4**

**Security and ethical considerations, Ch 8, p 294**

Security Equipment

**Security Software**

Describe each of the following software-based security types.

1. Encryption software
   1. What are the two types of modern encryption methods?
2. Network policies, profiles
3. Firewalls
4. Antivirus software

**Security Procedures, p 299**

**Communication:**

1. List the security considerations for communication within an organisation.

**Storage**

1. **Filenaming conventions**
   1. List the 3 types of information each document should include.
   2. Give an example of a sequential file-naming convention.
2. **Location of files**
3. **Backups**
   1. Distinguish between each of the following:
      1. Full backup
      2. Differential backup
      3. Incremental backup
4. **Backup timeline**
   1. List good practice in relation to backup timelines.
5. **Location of backup files**
   1. List good practice in the relation to the storage of backup files.
   2. What is the grandparent-parent-child system?
6. **Archiving and destruction**
   1. Distinguish between archiving and destruction?
   2. What is a problem for ICT managers?
   3. What is a legacy system?
7. **Disposal**
   1. What issues must organisations consider in disposing information?